



SHIRE OF  
**MERREDIN**  
INNOVATING THE WHEATBELT

# POSITION DESCRIPTION

## Environmental Health Officer

1. **TITLE and POSITION NUMBER:** Environmental Health Officer (031)
2. **LEVEL:** CONTRACT as per the [LGIA 2020](#) a registered Agreement with the WA State Industrial Commission (01/01/2023).
3. **TERM:** Full Time – Fixed Term
4. **DEPARTMENT/SECTION:** Strategy & Community

5. **POSITION OBJECTIVES**

The Environmental Health Officer is responsible for delivering professional environmental health services that support the Shire of Merredin’s statutory obligations across Health, Environment, and Waste Management functions, with some involvement in Building and Town Planning activities and applications.

The role provides specialist advice, assistance and information, and reports to the Executive Manager Strategy & Community, internal staff, elected members (where required), and the public, in relation to environmental health legislation, programs and projects.

The position is employed by the Shire of Merredin and, under an approved shared services arrangement, delivers environmental health services to the Shires of Bruce Rock, Kellerberrin and Yilgarn in accordance with agreed service levels and priorities.

6. **REQUIREMENTS OF THE POSITION**

- Experience working as an Environmental Health Officer at Local/ State Government level
- Experience in food and water sampling
- Experience in premises inspections
- Experience in complaint investigation and resolution
- Experience in report writing
- Excellent time management skills
- Highly developed investigative and decision making skills
- Excellent verbal and written communication skills
- Well develop problem solving and conflict resolution skills
- Computer skills, including the ability to utilise the Microsoft suite of programs, along with necessary ERP systems at each local government
- Working knowledge and understanding of the Health (Miscellaneous Provisions) Act 1911 and associated legislation with respect to environmental health
- Working knowledge of the Local Government Act 1995 and associated Local Laws
- Working knowledge of Work, Health and Safety legislation

7. **KEY DUTIES/ RESPONSIBILITIES**

- All key duties and responsibilities will be set with each partnered Shire and may differ from time to time.

- Ensure that all the requirements of the relevant Acts, Regulations, Local Laws and Policies adopted by Council are complied with, including but not limited to, involvement in addressing the following areas:
  - Notifiable infectious diseases
  - Food hygiene and sampling
  - Water quality
  - Public buildings
  - Mosquito monitoring and control
  - Caravan parks and camping grounds
  - Waste management and recycling
  - Wastewater management
  - Noise Control
  - Nuisances and offensive trades
  - Lodging houses
  - Public swimming pools
  - Private swimming pools
  - Stables
  - Hairdressing establishments
  - Itinerant traders & vendors licenses and monitoring
  - Stallholder applications
  - Development control
  - Pest management and control
  - Asbestos management
  - Health and wellbeing
  - Health promotion and education
  - Work Health and Safety
- Assess plans and specifications of buildings to be erected within the district with regards to the requirements of the Health (Miscellaneous Provisions) Act 1911, and all Regulations and Local Laws relating to public health.
- Undertake inspections of food premises to ensure compliance with the Food Act 2008 and associated legislation where applicable, and to attend to associated correspondence, notices and reports.
- Prepare annual reports for the Department of Health, Department of Water and Environment Regulation as required with respect to the operation of the Shire's waste management and wastewater recycling facilities.
- Prepare reports, as required, for the Executive Manager Strategy and Community and other nominated persons for partnered Shire's, concerning the sanitary and health conditions, works executed and proceedings taken within each Shire.
- Liaise with the Department of Health, Department of Local Government and other relevant Government Departments regarding health matters likely to affect the Shire.
- Develop understanding and knowledge of the Building Act 2011, the National Construction Codes (BCA), Shire of Merredin Town Planning Scheme No. 6, Residential Design Codes 2015, Dividing Fences Act 1961 and develop an understanding of the legislative procedures in dealing with such.
- Carry out site inspections of construction works, neglected buildings, dangerous buildings and neglected property, as directed, to ensure compliance with the Local Government Act

1995, Building Act 2011, Health (Miscellaneous Provisions) Act 1911 and associated legislation.

- Liaise with Government Departments, architects, engineers, developers, builders, ratepayers and residents, DFES, and other relevant bodies and people regarding Environmental Health and minor Building and Planning matters.
- Develop operational practices and guidelines as they pertain to the position.
- Participate in initiatives undertaken to achieve the goals of the Shire of Merredin and partnered Shire's Council Plans.
- Assist the Executive Manager Strategy and Community with minor class 1 and 10 building application inspections to ascertain the structure has been constructed to the approved plans and submit the required return to the Valuer Generals Office.
- Any other duties consistent with the level of this position.

## 8. ORGANISATIONAL RELATIONSHIPS

**Responsible to:** Executive Manager Strategy & Community  
Nominated person for partnered Shires

**Supervision of:** Nil

### Internal and External Liaison

**Internal:** Chief Executive Officer  
Executive Manager Strategy & Community  
Executive Manager Corporate Services  
Executive Manager Infrastructure Services  
Ranger  
Aquatic Co-ordinator  
Other Shire Staff

**External:** Ratepayers  
Electors  
General public  
Government departments  
Consultants  
Contractors/ suppliers

When working within partnered Shires, the Environmental Health Officer will liaise with the relevant Chief Executive Officer or nominated officer to coordinate service delivery, priorities and access, while remaining operationally accountable to the Shire of Merredin.

## 9. EXTENT OF AUTHORITY

Operates under the supervision of the Executive Manager Strategy & Community and nominated person for partnered Shires within established guidelines, procedures and policies of each Council, as well as statutory provisions of the Health (Miscellaneous Provisions) Act 1911, Local Government Act 1995 and other relevant legislation.

## 10. SELECTION CRITERIA

### Essential

- Excellent research, analytical, critical and creative thinking skills;
- Hold a Bachelor of Science (Environmental Health), Diploma of Environmental Health or equivalent acceptable to the Chief Health Officer for appointment to the position;
- Hold a current “C” class vehicle driver’s licence;
- Ability to work unsupervised and within a team environment;
- Sound time management and forward planning skills;
- Sound verbal and written communication skills;
- Sound public relations and interpersonal skills;
- Sound problem solving and conflict resolution skills;
- Experience in the delivery of Environmental Health services; and
- Sound working knowledge of the Health (Miscellaneous Provisions) Act 1911, associated Regulations and Local Laws.

### Desirable

- Knowledge of Local Government organisational structures and functions;
- Sound practical knowledge and use of information technology including computer systems and software operations, in particular Word, Excel and Outlook;
- Knowledge of building, town planning and development requirements of Local Government; and
- Previous appointment/ experience as an authorised officer and inspector under the Environmental Protection Act 1986 with respect to noise management and unauthorised discharges.

## 11. CONDITIONS OF EMPLOYMENT INFORMATION

- The Officer will be required to provide a satisfactory National Police Clearance and Pre-employment Medical Examination, including Drug Test, as a condition of employment, prior to commencing duties.
- Annual Leave will apply in accordance with the indicated Award of this position.
- Uniforms will be provided in accordance with Shire Policies.
- Superannuation will be paid to your nominated super fund as per the Superannuation Guarantee Legislation and relevant Shire Policies.
- All employees are required to contribute to a culture of safety and take reasonable care for the physical and psychological health and safety of themselves and others at work.
- All employees are covered by, and are expected to comply with, the *Work Health and Safety Act 2020* and *Work Health and Safety (General) Regulations 2022* along with the Shire’s Work Health and Safety Policy.
- All staff must understand and comply with the Shire Staff Induction, Code of Conduct, Policies, Procedures and Protocols.
- All other conditions in accordance with the indicated Award/ Agreement of the position

and must comply with the [Industrial Relations Act 1979 \(WA\)](#) and the [Minimum Conditions of Employment Act 1993 \(WA\)](#).

NOTE: All parties are to sign and date the areas provided to indicate their mutual agreement of the requirement of this position.

<b><i>New Employee</i></b>	New Employee Signature:	Date:
<b><i>Current Manager</i></b>	Manager Signature:	Date:
<b><i>Chief Executive Officer</i></b>	CEO Signature:	Date: